



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUM RGTS RSCH/INFO COMPLIANCE SUPV

Job Number: 20001162

Job Code: 62960V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the Public Affairs Section of the Kentucky Commission on Human Rights. Provides for the research, development, implementation and distribution of educational and training programs for human rights activities. Serves as a liaison to the news media; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional experience in journalism, public relations, marketing, advertising or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above fields will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises all personnel involved in research, community and public affairs projects. Designs agency newsletters, pamphlets, brochures and other information materials. Coordinates research activities in obtaining data for resource documents and analysis of data used in the preparation of agency publications and reports. Provides technical assistance to the public, other interested civic groups and state/local governments. Assists in establishment of educational and training programs formulated to meet local commissions and field office needs. Advises administrators on the public relations programs of the agency. Coordinates the dissemination of written releases, radio releases and television videotape. Performs journalistic research, editing and revision of materials for publications. Works with publicity representatives of the media to promote agency issues and activities. Writes speeches. Tracks publications through the printing process. Plans, develops, implements and evaluates public relations programs conducted by the agency. Provides photographic services for the agency. Supervises graphic arts design and layout. Participates in civic and community programs to increase awareness of agency goals and activities in developing support for the Commission's programs and activities. Provides information and advisory services concerning civil rights laws to employers, employees, labor unions, licensing agencies, proprietors of places of public accommodation, homeowners, real estate dealers, public and private groups and other interested individuals. Assists in the development of orientation and training procedures for new field representatives. Consults with local human rights commissions on passage of local civil rights laws and assists them in drafting proposed ordinances and resolutions. Analyzes new information, court decisions, and laws relating to the civil rights field and the complaint investigation process; develops new techniques and procedures for improving the process.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.